



Incident, injury, trauma and illness

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2 Regulations: 85, 86, 87</p>	<p>Leading and operating department and preschool guidelines</p> <p>Incident notification and response policy</p> <p>Student health in NSW schools: A summary and consolidation of policy</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services</p> <p>ACECQA's policy and procedures guidelines – Incident, injury, trauma and illness [PDF 231 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure

Documentation	<ul style="list-style-type: none">• If a child suffers an incident, injury, trauma or illness while in the care of the preschool, the details are documented on an <i>Incident, injury, trauma and illness record</i>.• Completed records are kept in the preschool office. A copy is kept in the school's main office.• Blank records are located in the preschool foyer and in SharePoint.• As soon as practical, the record is shown to the child's parent or carer and the circumstances explained to them. They are then asked to sign the form as confirmation they are aware of the incident, injury, trauma or illness their child suffered.• In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness.• Any injury from the neck up, any fall or open wounds require a call to the parent/carer.
Serious incidents requiring notifications	<ul style="list-style-type: none">• Early Learning (phone 1300 083 698) will be notified within 24 hours of any serious incident, or a preschool closure due to an incident.• Serious incidents requiring notification include:<ul style="list-style-type: none">– an incident involving serious injury, trauma or illness which a reasonable person would consider required urgent medical attention from a registered medical practitioner or for which the child attended a hospital– an incident involving the serious illness for which the child attended hospital– a circumstance where a child appears to be missing or cannot be accounted for– a circumstance where a child appears to have been taken or removed from the service premises by a person other than their parent or authorised collector– a circumstance where a child is mistakenly locked in or locked out of the preschool premises– the death of a child– an emergency for which emergency services attended (other than as a precaution)– a circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children has occurred or is occurring at the service– an incident where the Approved Provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring at the service– allegations that physical or sexual abuse of a child or children has occurred or is occurring at the service (other than an allegation raised as a formal complaint).• To decide if an injury, trauma or illness is a <i>serious incident</i> when the child did not attend a medical practitioner or hospital, the following issues will be considered:<ul style="list-style-type: none">– Was more than basic first aid needed to manage the injury, trauma or illness?– Should medical attention have been sought for the child?– Should the child have attended a hospital?

Injury	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid. • One of the three first aid officers will be called directly by one of the preschool staff. • If more than basic first aid is required the the office/preschool supervisor/principal will be informed. • An ambulance will be called immediately, if required.
Trauma	<ul style="list-style-type: none"> • A child may suffer trauma if they witness or experience something distressing or frightening. • Children may react by becoming withdrawn, preoccupied, anxious or exhibit physical symptoms such as a headache or sore tummy. • If a child is involved in or has been affected by a traumatic event, they will immediately be comforted and reassured by a staff member. They will be given the opportunity to talk about what they experienced or witnessed. If required, they will be referred to the school counsellor or external support services. • Parent/carer will be informed.
Illness	<ul style="list-style-type: none"> • If a child becomes ill or is displaying symptoms of a potentially infectious disease, they will be separated from the other children, while kept under close supervision and made comfortable. • The child will be moved to the most appropriate space in the preschool while the remaining children are kept away from that area. • If necessary the child will be brought to sick bay. • If the child appears to not be well enough to participate in activities, or is suspected of having an infectious disease, their family will be contacted and asked to collect them or arrange for an authorised collector to do so. • If required, an ambulance will be called. • The first aid officer will consult with the principal/preschool supervisor regarding calling an ambulance. • After the child departs from the preschool, all items they came into contact with will be removed and washed so no other child comes into contact with them, for example pillow, sheets.

Record of procedure's review

Date of review	11/10/2023
Who was involved	Preschool supervisor and educators
Key changes made and reason why	<p>More clarification regarding supervision due to:</p> <ul style="list-style-type: none"> • update to new proforma • in response to a critical incident (11/9/23).
Record of communication of significant changes to relevant stakeholders	<p>Principal: via email Staff: via email Parents: through ClassDojo, school website</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.